

**BY ORDER OF THE DIRECTOR  
AIR FORCE JUNIOR ROTC (AETC)**

**AFJROTC INSTRUCTION 36-2004**

**11 JANUARY 2006**



**Personnel**

**AIR FORCE JUNIOR ROTC (AFJROTC) INSTRUCTOR MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements DoDD 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program*, and AFI 36-2010, *Junior Reserve Officer Training Corps*. It describes duties and responsibilities for Air Force Junior Reserve Officer Training Corps (AFJROTC) instructors and establishes criteria for certification, recertification, probational certification, and decertification. It establishes policies and procedures for evaluating instructors, transferring instructors, and recognizing outstanding achievement. It applies to Air Force Officer Accession and Training Schools (AFOATS), Area Administrators, and AFJROTC instructors. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 102. System of records notice FO36 AETC B, Air Force Junior ROTC Applicant/Instructor System, applies.

Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records RIMS Disposition Schedule (located at: <https://afrims.amc.af.mil>).

**SUMMARY OF REVISIONS**

This revision: specifies the requirement for individuals applying for instructor vacancies to work through AFOATS/JRI (1.1.2.); adds function of the AFJROTC IMT 200, **Application for Air Force Junior ROTC Instructor Duty**; adds AFJROTC sponsored events for instructors (1.1.3.); adds evaluation of the AFJROTC IMT 102, **Interview of AFJROTC Instructor Applicant**; encourages schools districts to compensate above MIP for advanced education and teaching experience (1.2.1.2.2.); adds requirement for completion of distance learning education courses as part of initial certification (1.2.1.2.4.); adds ASI supervision by SASI (1.2.2.); adds requirement for NCOs to obtain an Associates degree or equivalent (64 semester hours) within 5 years of date of employment (1.2.2.2.2.); changes service time from 15 to 20 years (1.2.2.2.3.);

adds distance learning education course requirement for initial certification (1.2.2.2.4.); adds “additional ASI to job description (1.2.3.1.); deletes/replaces “and body fat standards” (1.3.1.1); adds terminology regarding retired military members and requirement to avoid NCO-officer fraternization (1.3.1.1.2.); adds a paragraph requiring the reporting of instructor incidents/issues to AFOATS/JRI (1.3.1.1.4.); changes “AFOATSI” to “AFJROTCI” (1.3.1.2 and 1.3.1.5); adds a paragraph on requirement to maintain financial accountability (1.3.1.11); clarifies school “dress down” and “spirit days” (1.3.2.2.1.); adds in all situations at a minimum, the instructor and cadet uniform will match (1.3.2.2.5.); adds a paragraph on wear of the AFJROTC instructor badge (1.3.2.2.7.); clarifies instructor union membership (1.3.2.5.); adds completion and purpose of the AFJROTC IMT 311, **Aerospace Science Instructor Certificate**(2.1.3.); clarifies instructor conditional certification and restriction of instructor transfer while on conditionally certified (2.2.4.); deletes paragraphs 2.2.6. through 2.3.3. on instructor decertification and creates Chapter 3, *Decertification*; changes *Evaluations* to Chapter 4; adds a failure to teach the authorized AFJROTC curriculum (paragraph 4.6.4.2.2.); changes *Instructor Transfers and Resignations* to Chapter 5; adds a **NOTE** describing procedures for current instructors to apply for instructor vacancies (5.4.1.); adds a paragraph establishing cut-off date for schools to consider current instructors for transfer (5.4.1.2.); adds paragraph on Resignation Procedures and requirement for completing the AFJROTC IMT 160, **Departure/Transfer Questionnaire** (5.5); deleted *Sabbatical Leave* Chapter 6; changes *Outstanding Instructor Program* to Chapter 6; adds limitation of one officer and one NCO per unit for Outstanding Instructor Award nomination (6.2.1.); clarifies board members for Outstanding Instructor Award (6.2.2.); clarifies rating criteria for Outstanding Instructor Award (6.3.1.); clarifies procedures for Outstanding Instructor Award nominations (6.3.2.); changes wording to read “...acceptable military appearance and stay within body fat standards (7.1); changes AFI 40-502, *The Weight and Body Fat Management Program*, to AFI 10-248, *Fitness Program* (7.2.); adds a paragraph establishing a 90-Day Observation Period (7.3.5.); changes maximum body fat percentages to 26% for males and 36% for females; clarifies what constitutes Unsatisfactory Progress in Phase I of WBFMP (7.3.9); adds requirement for annual height and weight measurement to the AFJROTC IMT 98, **Air Force Junior ROTC Instructor Evaluation Report** (7.7.2); adds provisions for the 90-Day Orientation Period (7.7.4.); adds requirement for instructors to develop an exercise/diet plan (7.7.5); deletes “Overfat” reworded to read “Instructors exceeding body fat standards will be...” (7.7.5.); adds consequences of decertification for failure to report a body fat measurement within 5 days of reporting date (7.7.5.3.); adds a paragraph on reporting weight and body fat measurement during Summer Break (7.7.5.6.); adds guidance on failure to report a 30-day measurement within 5 days of due date will result in return to Phase I or decertification (7.7.6.); adds guidance that more than two 6-month temporary medical referrals will be considered on a case-by-case basis (7.8); changes procedures for requesting a body fat adjustment for unusual circumstances (7.9.1. through 7.9.2); adds body fat adjustment valid for one year (7.9.5); adds CIA – Curriculum in Action and IMT – Information Management Tool to Attachment 1; adds directions for wear the *AFJROTC Instructor Badge* (Attachment 2); changes *Examples of Calculating Enrollment for Instructor Authorization* to Attachment 3; deletes Outstanding Instructor Nomination Format (Attachment 4); changes *Weight Tables* to Attachment 4; changes *Procedures for Weight Checks and Height Measurement* to Attachment 5; changes *Body Fat Measurement Technique – Men* to Attachment 6; and changes *Body Fat Measurement Technique – Women* to Attachment 7. A star (★) indicates revised material from the previous edition.

**Chapter 1-DUTIES AND RESPONSIBILITIES***Paragraph*

★ Responsibilities.....	1.1
★ Job Descriptions and Job Specifications of AFJROTC Instructors.....	1.2
★ Personal and Program Standards .....	1.3

**Chapter 2-CERTIFICATION**

Responsibilities for Certification .....	2.1
★ Certification Status .....	2.2
Recertification Procedures .....	2.3
Action Before Change of Certification Status .....	2.4

**★ Chapter 3-DECERTIFICATION**

Responsibilities for Decertification .....	3.1
Resignation in Lieu of Decertification or Investigation by School or Law Enforcement Officials.....	3.2
Unsatisfactory Instructor Evaluation .....	3.3
Unacceptable Termination Evaluation.....	3.4
Unsuccessful Progress in the Weight Management Body Fat Program (WMBFP) .....	3.5
Investigation.....	3.6
Action Before Decertification.....	3.7
Appeal of Decertification.....	3.8

**★ Chapter 4-EVALUATION**

Purpose of the AFJROTC IMT 98, <b>Air Force Junior ROTC Instructor Evaluation Report</b> .....	4.1
Responsibility of Schools .....	4.2
Responsibility of the Air Force.....	4.3
Responsibility of Instructors.....	4.4
Monitoring and Evaluating .....	4.5
★ Evaluation Procedures .....	4.6
Appeals .....	4.7

**★ Chapter 5-INSTRUCTOR TRANSFER AND RESIGNATION**

Purpose.....	5.1
Responsibility of the Air Force.....	5.2
Responsibility of Instructors.....	5.3
★ Transfer Procedures .....	5.4
★ Resignation Procedures.....	5.5

**★ Chapter 6-OUTSTANDING INSTRUCTOR PROGRAM**

Purpose.....	6.1
★ Responsibility .....	6.2
★ Eligibility Criteria.....	6.3
Procedures.....	6.4
The Award .....	6.5

**Chapter 7-WEIGHT AND BODY FAT MANAGEMENT PROGRAM (WBFMP)**

★ Purpose.....	7.1
----------------	-----

★ Standards and Procedures .....	7.2
★ Terms Explained .....	7.3
Responsibility of Schools .....	7.4
Responsibility of the Air Force .....	7.5
Responsibility of Instructors .....	7.6
★ Procedures .....	7.7
★ Temporary Medical Deferral .....	7.8
★ Body Fat Standard Adjustment for Unusual Circumstances .....	7.9

## **Chapter 8-INFORMATION MANAGEMENT TOOLS (IMT).....32**

<b>Prescribed IMTs</b>	<b>Page</b>
AFJROTC IMT 200, <b>Application for Air Force Junior ROTC Instructor Duty</b> .....	4
AFJROTC IMT 102, <b>Interview of AFJROTC Instructor Applicant</b> .....	6
AFJROTC IMT 311, <b>Aerospace Science Instructor Certificate</b> .....	12
AFJROTC IMT 98, <b>Air Force Junior ROTC Instructor Evaluation Report</b> .....	19
AFJROTC IMT 160, <b>Departure/Transfer Questionnaire</b> .....	25
AFJROTC IMT 312, <b>Outstanding Instructor Award</b> .....	27

### **Tables/Attachments**

Table 2.1. Determining When Probational Certification or Decertification Is Appropriate .....	15
Attachment 1 – Glossary of References and Supporting Information .....	33
★ Attachment 2 – AFJROTC Instructor Badge and Air Force Metallic Name Tag .....	35
★ Attachment 3 – Examples of Calculating Cadet Enrollment for Instructor Authorization .....	36
★ Attachment 4 – Weight Tables .....	38
★ Attachment 5 – Procedures for Weight Checks and Height Measurement .....	40
★ Attachment 6 – Body Fat Measurement Technique – Men .....	41
★ Attachment 7 – Body Fat Measurement Technique – Women .....	46
★ Attachment 8 – Nomination Format for Outstanding Instructor Award .....	54

## **Chapter 1**

### **DUTIES AND RESPONSIBILITIES**

#### **1.1. Responsibilities:**

1.1.1. Responsibility of Schools. Schools hosting AFJROTC units agree, by contract with the Air Force, to provide a program of instruction and to maintain standards prescribed by the Air Force. Schools will employ a minimum of one retired officer and one retired noncommissioned officer as instructors approved by the Air Force IAW Title 10, USC and DODI 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program*, and ensure the total work is divided as outlined in this instruction.

★ 1.1.2. Responsibility of the Air Force. A listing of current/projected instructor vacancies are posted on the AFJROTC Web Site ([www.afjrotc.af.mil/afjrotc/default.htm](http://www.afjrotc.af.mil/afjrotc/default.htm)). Retired enlisted and officer personnel interested in applying for AFJROTC instructor duty must have a completed and approved AFJROTC IMT 200, **Application for Air Force Junior ROTC Instructor Duty**, on file with AFOATS/JRI. The AFJROTC 200 is used to evaluate and certify potential applicants for instructor duty. Approved applicants apply through

AFOATS/JRI (Instructor Management) toll free at 1-866-235-7682, extension 5300 or 5112 or via the AFJROTC Web Site. The most highly qualified retired officers and enlisted personnel are nominated by AFOATS/JRI to schools with vacancies or new programs. Nominees must meet the basic qualifications established by this instruction.

★1.1.3. Requirements of Instructors. Instructors perform duties, accept responsibilities, and meet standards as prescribed by applicable Department of Defense, Air Force, AFJROTC, and AFOATS instructions. Instructors directly supervise all cadets participating in AFJROTC sponsored events (i.e., drill competitions, curriculum-in-action trips, base visits, etc.), which enhance or supplement the program.

1.1.4. Instructor Performance. Accomplish monitoring and evaluating instructor performance as stated in Chapter 4. AFOATS/JRI is accountable for the proper development and administration of job descriptions, specifications, performance standards, and work rules.

## **1.2. Job Descriptions and Job Specifications of AFJROTC Instructors:**

1.2.1. Senior Aerospace Science Instructor (SASI). The SASI is usually the senior officer instructor assigned (by rank). When two officers of equal rank are assigned to an AFJROTC unit, the principal (or designated administrator) will normally designate the officer with the greater seniority at the unit as the SASI. However, the principal (or designated administrator) may consider academic degree level, teaching experience, and personal desires in designating the SASI. Administrative, logistical, and financial support tasks are shared by all instructors as additional duties.

1.2.1.1. Job Description. The SASI manages and administers the AFJROTC program IAW DOD, Air Force and AFJROTC instructional guidance, under supervision of the school principal or other designated school official.

1.2.1.1.1. Supervise and assign work to Aerospace Science Instructors (ASI). Reviews and monitors the course plan of each instructor.

1.2.1.1.2 Supervise the administrative, logistical, and financial management of the unit.

1.2.1.1.3. Ensure the integration of the AFJROTC program into the school environment by cooperating with school, community, veterans, and parental groups; participating in student information programs and public service actions; and establishing aerospace science as an integral academic and administrative part of the institution.

1.2.1.1.4. Give AFJROTC presentations to local schools.

1.2.1.1.5. Provide introductory briefing on AFJROTC, to include school and Air Force contract agreement, to newly assigned principal/superintendent.

1.2.1.1.6. Interview, evaluate and recommend applicants applying for AFJROTC instructor duty by completing the AFOATS IMT 102, **Interview of AFJROTC Instructor Applicant**.

1.2.1.1.7. Develop and supervise curriculum-in-action (CIA) trips, fund raising, and other co-curricular activities.

1.2.1.1.8. Maintain liaison with Air Force representatives in logistics, finance, and academic areas to ensure effective utilization of Air Force resources.

1.2.1.1.9. During student summer vacations, SASIs under contract may teach aerospace science and leadership education courses; conduct leadership seminars and drill practices; plan and conduct Summer Leadership Schools (SLS); establish a cadet summer work program with aerospace industry or Air Force installations; update curriculum materials and lesson plans; develop associated media aids; organize regional AFJROTC instructor workshops; attend AFJROTC workshops; solicit assistance from support base personnel; contact government surplus agencies; and brief civic groups, parent-teacher organizations, and military and school officials.

1.2.1.1.10. Sponsor new units in the area.

1.2.1.1.11. Plan, organize, and instruct aerospace science and leadership education courses. Determines the number of hours for each course of instruction and organizes a curriculum model to complement the local school curriculum plan.

1.2.1.1.12. Instruct students by lecture, guided discussion, lecture and discussion, student briefing or report, student panel, teaching interview, guest lecture, team teaching, demonstration-performance, role playing, and brain-storming using large and small group interaction.

1.2.1.1.13. Employ models, graphs, slides, maps, periodicals, films, filmstrips, charts, transparencies, chalkboard, handouts, and other aids to facilitate student learning.

1.2.1.1.14. Develop course syllabi, daily and weekly lesson plans, assignments, demonstrations, training aids, reference materials, and any related data to accomplish course and lesson objectives. Lesson plans will be in the format directed by the school. When the school does not specify a particular format, instructors must use the format outlined in the AFJROTC Curriculum Guide.

1.2.1.1.15. Evaluate student progress, diagnoses individual learning problems, and initiates corrective action, as appropriate. Encourages students, through proactive counseling, to complete high school and pursue higher education goals.

1.2.1.1.16. Confer with AFOATS/CR regarding course planning and content, examination procedures, scheduling difficulties, teaching methods and techniques, and other related areas.

1.2.1.1.17. Consult with the principal (or designated administrator) on the priority of AFJROTC within the school and the requirement for space and equipment support for the unit.

1.2.1.1.18. Evaluate the aerospace science and leadership education program to determine whether Air Force and school objectives are accomplished.

1.2.1.1.19. Coordinate with AFOATS/CR and school officials to ensure AFJROTC accreditation.

1.2.1.1.20. Ensure effective development of cadet officials and supervises cadet operations and activities. Plans, organizes, and directs corps organization.

1.2.1.1.21. If necessary, coordinates installation visits with installation commanders or their designated representatives for support and services.

1.2.1.1.22. Ensure cadets participating in AFJROTC CIA trips or visits are directly supervised by one of the AFJROTC instructors.

1.2.1.2. Job Specifications. The SASI:

1.2.1.2.1. Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements. Administrative, logistical, and financial supports tasks are shared by all instructors as additional duties.

★1.2.1.2.2. Possess a baccalaureate or higher degree, preferably in education, management, or science. The school district is encouraged to base annual financial compensation above the minimum instructor pay (MIP) amount on the established teacher salary schedule for advanced degree(s) and teaching experience. Further consideration should be given to compensation for instructor participation in extra-curricular AFJROTC activities. **NOTE: If not previously certified to teach by a state or state-approved college or university, instructor may be required to work toward certification depending upon specific state or school requirements at the time of employment.**

1.2.1.2.3. Is a retired Air Force officer (captain through colonel) with a minimum of 20 years extended active duty; retired 5 years or less when hired as an instructor (may be waived if the applicant is otherwise exceptionally well qualified); and served the last year of active duty as an officer.

★1.2.1.2.4. Must complete the JROTC Academic Instructor Course (JAIC), AFJROTC required distance learning education courses, computer literacy and basic skills assessment for certification. Certification is valid for 5 years, at which time the instructor must be recertified by accomplishing one of the recertification options listed in Chapter 2.

1.2.1.2.5. Must possess self-direction, initiative, and self-reliance as traits necessary for unit success. Instructors should be dynamic and have an understanding of the physical, intellectual, social, and emotional growth patterns of high school students. Must be of good moral character and have an enthusiasm for aerospace science, teaching, and the Air Force.

★1.2.2. Aerospace Science Instructor (ASI). In each unit, a noncommissioned officer is employed as an ASI to complete the unit's basic complement of instructors. The ASI's major task is to teach leadership education. The ASI is supervised by and reports directly to the SASI.

1.2.2.1. Job Description. The ASI assists with the instruction of students and the operation of the unit as outlined in paragraphs 1.2.1.1.1 through 1.2.1.1.3.3, and other duties as directed by the SASI. Although primary instructor duties are usually associated with leadership education, the ASI may also teach aerospace science subjects, if qualified and not prohibited by federal, state, or school policy. Schools usually assign the ASI as the unit's military property custodian (MPC).

1.2.2.2. Job Specifications. The ASI:

1.2.2.2.1. Has knowledge of audiovisual presentation methods, curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.

★1.2.2.2.2. Possess a minimum of a high school diploma or equivalent and completes requirements for an Associate's degree or equivalent of two years of college within five (5) years from date of employment as an instructor. **NOTE: If a bachelor's degree or certification to teach by a state or state-approved college or university is required, ASI may be required to work toward certification depending upon specific state or school requirements at the time of employment. An ASI is not required to hold a bachelor's degree IAW DODI or AFJROTC instruction; however, if the ASI selected possesses a bachelors degree or higher, the school district is encouraged to base annual financial compensation on the established teacher salary schedule for degree and teaching experience. Further consideration should be given to compensation for extra-curricular activities.**

★1.2.2.2.3. Meet same criteria as outlined in paragraphs 1.2.1.2.3. – 1.2.1.2.5.

1.2.3. Additional ASIs. An additional ASI (may be an additional officer or NCO per request by school officials) is initially authorized when a yearly average cadet enrollment reaches 151 and school officials project average cadet enrollment will remain in excess of that number during the coming school year. Further increases are authorized when cadet enrollment increases by at least 100 (i. e. 251, 351, *etc.*). Attachment 3 provides examples of enrollment calculations for units that have alternative (block) scheduling. School officials must request the additional ASI in writing and certify that their AFJROTC unit enrollment reaches 151 and is projected to remain in excess of that number. The request must also specify an officer or NCO position. Should an additional ASI be requested based on pre-enrollment figures,



AFOATS will honor written certification that the school routinely uses pre-enrollment estimates for allocation of school funds. AFOATS/JR must approve requests for additional instructor authorizations. Requests for a second officer versus an NCO as the additional ASI may be approved based on budget constraints. In October of each year, the authorization for an additional ASI is reevaluated based upon the average cadet strength in the unit. October enrollment data for the current academic year and previous academic year is used for the average. If the average is below 151, AFOATS/JR sends a letter to school officials notifying them that the additional ASI authorization may be withdrawn at the end of the academic year if enrollment does not increase.

★1.2.3.1. Job Description. An additional ASI assists with the instruction of students, operation of the unit, and other duties as directed by the SASI. An additional officer ASI is utilized primarily as an academic instructor and is not used solely for administrative or logistical support. Administrative, logistical, and financial support tasks are shared by all instructors as additional duties. If duty requirements do not permit equal sharing, the SASI will determine individual job requirements and tasks.

1.2.3.2. Job Specifications. Additional commissioned officer ASI (**NOTE:** See paragraphs 1.2.1.2.1. through 1.2.1.2.5.).

1.2.3.3. Job Specifications. Additional noncommissioned officer ASI (**NOTE:** See paragraph 1.2.2.2.1. through 1.2.2.2.5.).

### 1.3. Personal and Program Standards:

1.3.1. Performance Standards. SASIs are accountable to the principal (or designated administrator) of the school and Air Force for the conduct of the program. ASIs (both officers and NCOs) are accountable to the SASI. All instructors must meet Air Force and school requirements and maintain standards acceptable to the Air Force. Instructors must:

★1.3.1.1. Maintain standards (dress and personal appearance, to include weight and body fat requirements, financial responsibility, substance abuse, professional relationships, instructor/student fraternization, *etc.*). The American public draws certain conclusions about military effectiveness based on the appearance presented by instructors. There must be no doubt that those individuals affiliated with the military live by a higher standard and are expected to maintain good military order and discipline.

★1.3.1.1.2. Professional Relationships. Although retired military members, AFJROTC instructors wear the Air Force uniform and represent the Air Force on a daily basis. Therefore, instructors must maintain military decorum, appropriate NCO-officer military relationships of respect to include avoiding inappropriate Officer-NCO fraternization IAW AFI 36-2909, *Professional and Unprofessional Relationships*, and proper respect for school officials.

1.3.1.1.3. Instructor/Student Fraternization. Instructors must not engage in and must prohibit fraternization or unprofessional relationships with students. Examples include, but are not limited to: physical contact with a student; socializing in an

overly familiar manner; having students perform personal services (i.e., babysitting, car washing, yard work, etc.); and counseling or talking with students alone behind closed doors.

★1.3.1.1.4. Notify AFOATS/JRI (Instructor Management) immediately upon receipt of any disciplinary or administrative action by the school; filing of a cadet or parental complaint with the principal or superintendent; or receipt of a civil (with the exception of minor traffic violations such as speeding, expired licenses, etc.) or criminal charge.

★1.3.1.2. Establish a course of instruction as outlined in AFJROTCI 36-2001, *Junior Reserve Officer Training Corps*.

1.3.1.3. Maintain required Title 10 unit viability/cadet enrollment and unit operation/management IAW AFJROTCI 36-2001.

1.3.1.4. Ensure cadets maintain high standards of personal conduct and appearance at all times, IAW AFJROTCI 36-2001.

★1.3.1.5. Participate in career improvement efforts such as in-service training, workshops, and advanced educational courses for professional development, as required by AFJROTC, school, state, or federal directives or laws.

1.3.1.7. Develop, maintain, and use a detailed lesson plan for each class presentation.

1.3.1.8. Ensure each AFJROTC student participates in the AFJROTC curriculum as prescribed by the school, state, and the Air Force.

1.3.1.9. Ensure the AFJROTC curriculum is credited toward graduation and that credit is equivalent to credit given for similar academic courses.

1.3.1.10. Coordinate scheduling of JROTC classes with the school to make it as convenient for students to participate in aerospace science classes as in other courses.

★1.3.1.11. Maintain financial accountability in accordance with AFJROTC policy.

1.3.2. Work Rules. AFJROTC instructors will adhere to the following rules while performing their duties:

1.3.2.1. Conduct the program without discriminating against students on the basis of race, religion, sex, creed, or national origin.

1.3.2.2. Wear the service uniform every school day and on all other occasions when acting in the capacity of a SASI or ASI. Instructors may not create “down days” or any other concept that excuses wear of the service uniform. Exceptions are:

★1.3.2.2.1. Instructors are authorized to wear school colors (for “spirit days”) a maximum of 10 times per academic year. Individual school policies on “dress-down,

casual or spirit days” may not be applied to AFJROTC instructors beyond the 10 times per year without written approval from AFOATS/JR.

1.3.2.2.2. Uniform requirements are waived for instructors employed during summer months when school is not in session and students are not present.

1.3.2.2.3. The flight suit, while not an acceptable uniform for daily use, may be worn during a lecture (or similar occasion) to demonstrate a specific topic.

1.3.2.2.4. When approved by the school administration, the battle dress uniform (BDU) may be worn 1 day per month and only on a uniform day when cadets are wearing BDUs.

★1.3.2.2.5. During periods of physical exertion, such as physical training (PT) or extended drill in heat, the service uniform may be inappropriate. Under such conditions, instructors may wear PT clothing or civilian clothes for the duration of the event. In all situations at a minimum, the instructor and cadet uniforms will match.

1.3.2.2.6. Instructors may wear distinctive “spirit wear” or service uniforms while attending drill meets.

★1.3.2.2.7. Wear of the AFJROTC Instructor Badge is optional. Directions for wear of the Instructor Badge are at Attachment 2. Instructors will be provided one Instructor Badge upon completion of ASIC. Additional badges may be ordered through AFOATS/JRI per Attachment 2. As retired members not assigned to AETC, AFJROTC instructors are not authorized to wear the AETC Instructor Badge.

1.3.2.3. Perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. AFJROTC instructors will not perform duties or teach classes in any discipline other than aerospace science and leadership education unless the performance of such duties or teaching is outside the normal school day and is contracted between the school and the individual AFJROTC instructor at no expense to the Air Force. However, this provision does not preclude AFJROTC instructors from serving on committees or performing other routine duties that are rotated regularly (daily, weekly, monthly, or annually) among other teachers in the school.

1.3.2.4. Maintain the proper chain of command within the school and AFOATS.

★1.3.2.5. Instructors are not prohibited from being a member of a teacher’s union; however, instructors must abstain from participation in strikes where prohibited by law. Wear of the uniform is not authorized while participating in strikes or demonstrations, nor will instructors officially sanction such activities as Air Force representatives. Use of cadets in uniform in support of strikes or demonstrations is also prohibited (see AFOATS 36-2001, *AFJROTC Officer Training Corps*). Instructors are required to immediately notify AFOATS/JRI of a pending strike or instructors participation in an actual strike.

1.3.2.6. Abstain from sponsoring or using Air Force funds to support rifle teams or flying clubs. Instructors should not wear the uniform when participating in school-sponsored activities of this nature (see AFOATSI 36-2001).

1.3.2.7. Comply with all Air Force directives governing AFJROTC.

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## Chapter 2

### CERTIFICATION

#### 2.1. Responsibilities for Certification:

2.1.1. Director, Air Force Junior ROTC (AFOATS/JR) ensures that retired Air Force personnel employed as AFJROTC instructors meet the criteria established by appropriate instructions and are initially certified to perform instructor duty.

2.1.2. Instructors ensure they meet the recertification requirements prescribed by this instruction.

★2.1.3. The Instructor Management Branch (AFOATS/JRI) monitors instructor duty performance and certification status. For initial instructor certification, instructors must successfully complete the Junior ROTC Academic Instructor Course (JAIC) in residence at Maxwell Air Force Base upon notification of selection for an AFJROTC instructor position. Within two years of ASIC completion, instructors must enroll in and complete four (4) additional distance learning educational courses provided by AFJROTC. Upon completion of JAIC, AFOATS/JRI prepares and issues an AFJROTC IMT 311, **Aerospace Science Instructor Certificate**, to verify course completion and certify as an AFJROTC instructor. Upon completion of the required distance learning education certification courses, AFOATS/JRI will provide an additional AFJROTC IMT 311 for each completed distance learning course. Instructors who fail to complete the required courses within the specified timeframe will be subject to decertification.

2.1.4. AFOATS/JR approves regional AFJROTC workshops and ensures national workshops are conducted annually. Regional workshops are also conducted by AFOATS staff personnel.

2.1.5. AFOATS staff agencies responsible for supporting AFJROTC participate in workshops when requested by AFOATS/JR.

#### 2.2. Certification Status:

2.2.1. Prerequisite. Instructors may not teach in the AFJROTC program unless they are initially certified, recertified, conditionally certified, or probationally certified by AFOATS/JR. **NOTE: In cases of extended absence of an instructor or unavailability of a certified instructor to fill a position, the school system may hire a temporary**

**substitute teacher. The substitute is paid entirely by the school and must have military experience or be a military member---active duty or reservists—who is approved by HQ AFOATS/JRI.**

2.2.2. Certified. An instructor is considered certified when approved by AFOATS/JR as an instructor and has successfully completed the JAIC. AFOATS/JR will fund orders for newly hired instructors to attend JAIC. Initial certification is valid for 5 years, provided all areas of performance remain satisfactory.

2.2.3. Recertified. An instructor is considered recertified when certification has been renewed for another 5 years provided:

2.2.3.1. The individual completes workshop requirements for recertification within the year of the fifth anniversary date of their initial certification or subsequent recertification.

2.2.3.2. The individual's performance is satisfactory. If an instructor who is probationally certified attends a workshop for recertification, the recertification is held pending removal from probational status. Once full certification is regained, the date of recertification will be the date the workshop was completed.

2.2.3.3. The individual meets all Air Force standards. If an instructor fails to meet Air Force standards or does not provide the proper role model image at the time of recertification, certification will be denied until AFOATS/JRI determines the deficiencies have been corrected.

2.2.3.4. The last certification period was satisfactory. If an instructor was probationally certified for more than 18 months of the previous 3 years, or was placed on probation 3 (or more) times during the previous 3 years, certification will be denied. The instructor may apply to be re-entered into the AFJROTC instructor applicant file and allowed to compete for instructor vacancies along with other applicants. However, the instructor will not receive credit for prior service as an AFJROTC instructor in competing for new positions. If hired, the instructor will repeat the ASIC and be initially certified along with other newly hired instructors.

★2.2.4. Provisionally Certified. An applicant who meets all minimum qualifications and is selected by a school, but is unable to complete JAIC prior to employment is considered provisionally certified until completion of the next JAIC. AFOATS will not issue a AFJROTC IMT 311 to provisionally certify instructors; however, all newly hired instructors and their schools are notified in writing by AFOATS/JRI that they are conditionally certified and are scheduled to attend the next JAIC in order to attain full instructor certification. **NOTE: Provisionally certified instructors are not eligible for transfer to another position until completion of JAIC (paragraph 4.6.3.3.2.2.).**

2.2.5. Probationally Certified. Probational certification provides instructors an opportunity to improve less than satisfactory performance and achieve compliance with all program requirements and expectations in lieu of decertification.

2.2.5.1. Instructors may be probationally certified when performance standards are rated as "needs improvement" in two or more areas, but overall performance is rated as satisfactory on the AFJROTC IMT 98, **Air Force Junior ROTC Instructor Evaluation Report**. The AFJROTC IMT 98 is used to evaluate AFJROTC instructor performance. A period of probational certification is provided to allow the instructor to demonstrate an improvement in performance in lieu of decertification. During a period of probational certification, school officials, and AFOATS/JRI closely monitor the instructor's performance. ("Performance" includes satisfactory conduct and maintenance of appropriate AFOATS and military standards.) Probationally certified instructors are solely responsible for ensuring that their performance is satisfactory. AFOATS/JRI ensures a special AFJROTC IMT 98, is received as required by paragraph 4.6.3.2. Based upon the ratings of a special AFJROTC IMT 98 which is requested at the end of the probationary period (normally 90 days from the start of school in the fall, or adjusted according to individual circumstances), AFOATS/JRI, after coordinating with the SASI (regarding ASIs) and school principal or superintendent, recommends a course of action to AFOATS/JR. AFOATS/JRI prepares correspondence for AFOATS/JR to notify instructors of their certification status. AFOATS/JRI may recommend a course of action without a special AFJROTC IMT 98 being requested from school officials if it is determined that the instructor's performance does not meet acceptable Air Force standards.

2.2.5.1.1. Probational certification status can result from:

2.2.5.1.2. Determination by AFOATS/JR that an instructor's performance is unsatisfactory. Completion of AFJROTC IMT 98 by school officials is not required if AFOATS/JR determines substandard performance through personal evaluation or by a designated representative's trip report (see Table 2.1, rule 1).

2.2.5.1.3. Two or more blocks checked "Needs Improvement" in section II of the AFJROTC IMT 98 (see AFOATS publication web page <https://pubs.maxwell.af.mil/>) when overall rating is satisfactory (see Table 2.1, rules 3 through 5).

2.2.5.1.4. Comments made by the rating official in section VI of the AFJROTC IMT 98, or the indorsing official in section VII, indicates unsatisfactory performance when overall rating is satisfactory (see Table 2.1, rules 3 through 5).

2.2.5.1.5. Placement on the weight and body fat management program (WBFMP) by AFOATS/JR for exceeding body fat standards. A special AFJROTC IMT 98 is not required when an instructor is placed on or removed from the WBFMP (see Table 2.1, rule 10, and Chapter 7).

### 2.3. Recertification Procedures:

2.3.1. Recertification. To maintain certification, instructors must complete recertification training five years from the date of initial certification and every five years thereafter from last date of recertification. The recertification cycle runs from 1 October to 31 September

each year. By 1 Sep each year, AFOATS/JRI notifies instructors requiring recertification during the next 12 months.

2.3.2. An instructor requiring recertification who fails to complete training within the recertification cycle or fails to request and receive a waiver of recertification date from AFOATS/JRI may be considered for decertification as an AFJROTC instructor and eliminated from the instructor applicant pool. Recertification workshops are held at Maxwell AFB. AFOATS/JR funds orders for instructors to attend that are due recertification renewal only. Waivers or extension of recertification attendance (not to exceed 6 months) may be considered for personal/family hardship or justified school conflict. Waiver requests must be submitted in writing to AFOATS/JRI for approval.

#### 2.4. Action Before Change of Certification Status:

2.4.1. When a staff visit report or other official source of information (i.e. school or civil investigation) indicates the instructor's performance or conduct is less than overall satisfactory, AFOATS/JR will inform school officials and request they consider taking corrective action including evaluation of whether the continued employment of the instructor is appropriate. If school officials do not or are unable to take corrective measures, AFOATS/JR will process the case under paragraph 2.2.5.1.1. for probation or 3.1.2. for decertification.

2.4.2. If probational certification is required under paragraph 2.2.5.1., AFOATS/JRI prepares correspondence for AFOATS/JR to notify the instructor and appropriate school official of the change of certification status.

2.4.3. Upon satisfactory completion of a period of probational certification, AFOATS/JRI will prepare correspondence for AFOATS/JR to reinstate the instructor's certification. (Reference paragraph 3.1.3. for an unsuccessful term of probation action.)

**Table 2.1**

**Determining When Probational Certification or Decertification Is Appropriate**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	If	And	And	Then the certification status is
<b>1</b>	AFOATS/JRI determines performance UNSAT (para 2.2.5.1.1.)	AFOATS/JR concurs		Probation (special AFJROTC IMT 98 requested) (para 2.2.5.)
<b>2</b>		AFOATS/JR nonconcurs		Satisfactory

Table 2.1

**Determining When Probational Certification or Decertification Is Appropriate**

<b>R U L E</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	If	And	And	Then the certification status is
<b>3</b>	AFJROTC IMT 98 SAT w/qualification (para 2.2.5. 1.2.)	AFJROTC IMT 98 is not appealed (para 3.6.6.)		Probation (special AFJROTC IMT 98 requested)
<b>4</b>		AFJROTC IMT 98 is appealed (para 3.6.6.)	Appeal is not sustained	
<b>5</b>			Appeal is sustained	Satisfactory
<b>6</b>	AFJROTC IMT 98 UNSAT in section III (para 3.6.4.2.2.)	AFJROTC IMT 98 is not appealed (para 3.6.6.)		Decertified (para 2.2.6.4.)
<b>7</b>		AFJROTC IMT 98 is appealed (para 3.6.6.)	Appeal is not Sustained	Decertified (unless JR determines investigation is warranted (para 2.3.)
<b>8</b>			<u>Appeal is Sustained</u>	<u>Satisfactory</u>
<b>9</b>	Termination AFJROTC IMT 98 is UNSAT or SAT w/qualification			Decertified (para 2.2.6.5.)
<b>10</b>	Identified as overfat	Medical deferral is not on file		Probation (special AFJROTC IMT 98 not required)



### ★ Chapter 3

## DECERTIFICATION

### 3.1. Responsibilities for Decertification:

3.1.1. Director, Air Force Junior ROTC (AFOATS/JR) may remove instructor certification for cause.

3.1.2. Decertified. Certification as an AFJROTC instructor is withdrawn. Overall performance (includes conduct or maintenance of appropriate school, AFOATS and military standards) is unsatisfactory. Decertification may occur after:

3.1.3. An unsuccessful term of probational certification. If the instructor's performance remains unsatisfactory in the same or additional rating areas at the end of a period of probational certification, AFOATS/JRI will provide evidence of unsatisfactory performance to AFOATS/JR. AFOATS/JRI will prepare the documents for decertification or, under appropriate circumstances, recommend an additional term of probation or request AFOATS/JR to appoint an officer to conduct an investigation into the performance or behavior of the instructor or to determine whether the AFJROTC IMT 98 is supported by a preponderance of the evidence.

3.1.4. An incident of willful misconduct or as required by public health interest or safety. An instructor whose performance (including conduct and maintenance of appropriate AFOATS and military standards) does not warrant a probationary period may be immediately considered for decertification. AFOATS/JRI will forward such information to AFOATS/JR, along with a recommendation for the instructor's decertification without the instructor first being placed on probational certification. AFOATS/JR will make the final decision on whether or not to decertify the instructor. Examples of performance of an instructor not on probational certification that may result in decertification include, but are not limited to, the following:

3.1.4.1. Repeated periods of probationary certification for being overfat or failure to make satisfactory progress in the Weight Management and Body Fat Program (WMBFP) (see Chapter 7).

3.1.4.2. Conduct that does not meet the standards expected of an Air Force officer or NCO, regardless of the instructor's retired status.

3.1.4.3. Conduct causing discredit or embarrassment to the Air Force or the AFJROTC program.

3.1.4.4. Fraudulent certification of information on the instructor application.

**3.2. Resignation in Lieu of Decertification or Investigation by School or Law Enforcement Officials.** An instructor notified of pending investigation or decertification action, or under

investigation may resign in lieu thereof. An instructor who resigns any time after notification of investigation or decertification action, or in lieu thereof, is decertified and eliminated from the instructor applicant pool.

**3.3. Unsatisfactory Instructor Evaluation:** When an instructor receives an overall “unsatisfactory” AFJROTC IMT 98 and does not appeal, the instructor is decertified upon expiration of the period of time allotted for appeal action. The instructor is decertified and eliminated from the instructor applicant pool (see Table 2.1, rule 6).

**3.4. Unacceptable Termination Evaluation:** An instructor who terminates employment and receives a less than a fully satisfactory AFJROTC IMT 98 is decertified upon termination. Only an overall “satisfactory” AFJROTC IMT 98 with no ratings of “Needs Improvement” in section II or negative rater or indorser comments will permit an instructor to be considered for subsequent employment or transfer (see Table 2.1, rule 9).

**3.5. Unsatisfactory Progress in Weight and Body Fat Management Program (WBFMP).** Failure to reduce weight or body fat at the rates described for satisfactory progress in Phase I of the WBFMP (paragraph 7.3.8.), increase in body fat resulting in an individual exceeding body fat standards in Phase II, or failure to report weight and body fat measurements to AFOATS/JRI every 30 days as required constitutes unsatisfactory progress.

### **3.6. Investigation:**

3.6.1. The Air Force considers the AFJROTC IMT 98 review and appeal process and the complaint system available in a school district to be adequate protection for instructors from unfair evaluations. The Air Force follows a “presumption of regularity” in considering the actions of school officials. In other words, we presume that school employees acting in their official capacity follow the rules and act with fairness, integrity, and diligence in carrying out their duties.

3.6.2. AFOATS/JR may, after consulting with the school principal or superintendent, appoint an investigating officer in coordination and concurrence of the AFOATS/CC to investigate the behavior or performance of an instructor or to determine whether the ratings given in an AFJROTC IMT 98 are supported by a preponderance of the evidence. The right to an Air Force investigation belongs to AFOATS/JR and is not a substantive right conferred on instructors. AFOATS/JR will generally only direct an investigation when AFOATS/JR determines:

3.6.2.1. There is some reason not to presume regularity by school officials.

3.6.2.2. A school district or police investigation is not available or is inadequate.

3.6.2.3. Other review procedures, including those provided by this instruction and by school district or union rules (but not including judicial proceedings) have been exhausted.

3.6.2.4. The matter is brought to AFOATS/JR's attention within 60 days after the exhaustion of all other review procedures.

3.6.3. An investigating officer must be of equal or higher grade than the instructor against whom the decertification is under consideration. The guidelines for Inspector General and commander directed investigations should be used as a reference for conducting the investigation and preparing the report of investigation. The investigating officer gives the report to AFOATS/JR who makes the final decision whether or not to decertify the instructor. The instructor is notified in writing of the final decision.

### **3.7. Action Before Decertification:**

3.6.1. When a staff visit report or other official source of information indicates the instructor's performance or conduct is overall unsatisfactory and corrective action directed by AFOATS/JR or school officials is insufficient to correct, AFOATS/JR will process the case under 3.1.2.

3.6.2. AFOATS/JRI will initiate action to decertify an instructor whenever it is required because of an unsatisfactory rating on an AFJROTC IMT 98 (see Table 2.1, rules 6 through 8). AFOATS/JRI prepares correspondence for AFOATS/JR to notify the instructor and appropriate school official of decertification.

**3.8. Appeal of Decertification.** Appeal procedures for an unsatisfactory AFJROTC IMT 98 or dismissal from employment by the school is through school channels. Following exhaustion of all school channel appeals, the next level of appeal for decertification is the AFOATS/JR. (See paragraphs 4.7.1. and 4.7.2 for appeal procedures).

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## **Chapter 4**

### **★EVALUATION**

**4.1. Purpose of the AFJROTC IMT 98, Air Force Junior ROTC Instructor Evaluation Report.** The purpose of the AFJROTC IMT 98 is to obtain an appraisal of the instructor's performance over an extended period of time. The report provides an opportunity for the rater to evaluate the instructor, to discuss their strengths and weaknesses with them, and to recommend means of improving their performance. For AFJROTC, the AFJROTC IMT 98 indicates achievement of standards, retainability, potential, and eligibility for renomination to another school.

**4.2. Responsibility of Schools.** The principal (or designated school administrator) is considered the program director at the schools. Accordingly, the school official's evaluation or indorsement can initiate action which could result in AFJROTC instructor probational certification or decertification action.

**4.3. Responsibility of the Air Force.** AFOATS/JR ensures that only those instructors who maintain acceptable standards retain their Air Force certification as instructors.

**4.4. Responsibility of Instructors.** Instructors are responsible to officials of schools hosting AFJROTC units. The SASI is the senior instructor and reports directly to the principal (or designated administrator) of the school. All other instructors report directly to the SASI. Instructors must meet and maintain school and Air Force requirements and standards.

**4.5. Monitoring and Evaluating.** Monitoring and evaluating is accomplished through appraisal of instructors by the SASI, school officials, AFOATS representatives during staff visits, analysis of staff visit reports, and the overall performance of the unit.

**4.6. Evaluation Procedures:**

4.6.1. Design of Report. The formulation of the AFJROTC IMT 98 and criteria for evaluation of instructors is the responsibility of AFOATS/JRI. Traits that are essential to instructor success are evaluated on the AFJROTC IMT 98.

4.6.2. Who Evaluates:

4.6.2.1. The principal (or designated administrator) or immediate supervisor as designated by appropriate school officials evaluates the SASI; the superintendent, or appropriate designee, may indorse the AFJROTC IMT 98. If the principal is the indorsing official, the superintendent, or appropriate designee, may further indorse the report by using regular bond paper and attaching a copy to the report.

4.6.2.2. The SASI evaluates ASIs in the unit, and the principal (or designated school administrator) indorses the AFJROTC IMT 98 rendered by the SASI. The principal (if not the indorsing official) or superintendent may further indorse reports on an ASI by using regular bond paper and attaching a copy to the report.

4.6.2.3. Do not forward the AFJROTC IMT 98 to AFOATS/JRI until the ratee indicates concurrence or nonconcurrence and signs and dates the report.

4.6.3. Frequency of Reports. The AFJROTC IMT 98 must be submitted to HQ AFOATS/JRI as follows:

4.6.3.1. Annual. For all AFJROTC instructors, reports must have a closing date of 20 March and they are due to AFOATS/JRI by 1 April.

4.6.3.2. Special.

4.6.3.2.1. Unsatisfactory instructor performance. A reporting official may initiate an AFJROTC IMT 98 on an instructor at any time during the academic year when the instructor's performance or conduct does not meet acceptable standards. Before finalizing the report, the reporting official must contact AFOATS/JRI by telephone. In addition, AFOATS/JR may direct an AFJROTC IMT 98 be completed when deemed appropriate.

4.6.3.2.2. Probationally certified instructor. AFOATS/JR will direct the probational certification in writing and provide specific direction/time requirements for completion of a special AFJROTC IMT 98 of the instructor's progress for submission to AFOATS/JRI.

4.6.3.2.3. Instructors who terminate employment. An AFJROTC IMT 98 is due to AFOATS/JRI 15 days after the effective date of termination. Fully substantiate an overall "unsatisfactory" rating in section IV. Only an overall "satisfactory" report with no ratings of "Needs Improvement" in section II will permit an instructor to be considered for subsequent employment or transfer. **NOTE: If an instructor terminates after receiving a fully "satisfactory" rating on their annual AFJROTC IMT 98 (1 April), and before the start of school the following fall, a termination AFJROTC IMT 98 is not required unless there is a change in duty performance or conduct.**

4.6.3.3. Transfer. For instructors who successfully compete for transfer to an instructor vacancies (see Chapter 5). A transfer AFJROTC IMT 98 is due to AFOATS/JRI within 15 days of verbal acceptance of the new position. **NOTE: A transfer AFJROTC IMT 98 is not required if a current, overall satisfactory annual report is on file (current is defined as within the first semester following completion of an annual AFJROTC IMT 98) and AFOATS/JRI certifies the instructor is performing satisfactorily with either the principal or SASI.**

4.6.3.3.1. It is the instructor's responsibility to request a transfer AFJROTC IMT 98 from their rating official and to ensure that it is indorsed, forwarded, and received in AFOATS/JRI by the date prescribed.

4.6.3.3.2. The following conditions apply to instructors desiring transfer consideration:

4.6.3.3.2.1. A transfer AFJROTC IMT 98 with an overall rating of "satisfactory" in section IV and no rating of "Needs Improvement" in section II must be on file in AFOATS/JRI by the suspense dates established in paragraph 4.6.3.3.

4.6.3.3.2.2. A probationally certified or provisionally certified instructor is not eligible for transfer.

4.6.3.3.2.3. An instructor in a unit scheduled for disestablishment who desires transfer and receives an "unsatisfactory" overall rating in section IV or any individual rating of "Needs Improvement" in section II is ineligible for transfer or reemployment consideration unless all ratings are raised to "satisfactory" via appeal through school channels.

4.6.3.3.3. If the instructor's performance changes after submission of the transfer AFJROTC IMT 98 and the instructor is no longer recommended for another school, the rating official will immediately notify AFOATS/JRI and follow up with a new AFJROTC IMT 98.

4.6.3.3.4. Instructors desiring transfer consideration in situations other than those described above and in Chapter 5 should contact AFOATS/JRI for guidance.

#### 4.6.4. Preparing the AFJROTC IMT 98:

4.6.4.1. General. Competent evaluation requires separate consideration of the various factors in section II, items 1 through 8. Blocks must be checked in each applicable area. If a rating factor does not apply, leave it blank. Item 8 is optional and to be used at the rater's discretion. Substantiating comments are required in section VI, "Rater Comments," for any individual rating in section II of "Needs Improvement" or nomination for "Outstanding Instructor Award". For ratings in section II are for other than "Needs Improvement" or nomination for "Outstanding Instructor Award", comments may be made, but are not required. The rater must discuss the AFJROTC IMT 98 with the instructor being rated. If deficiencies are recorded, note the degree of improvement made by the instructor from the time they were advised of such deficiencies. Comments may cover only the period of the report. **NOTE: The designated rating official is responsible for completing the AFJROTC IMT 98. Raters are not prohibited from requesting input from the ratee for consideration/inclusion in the evaluation. However, the AFJROTC IMT 98 is not to be used as a self-evaluation and should not be completed by the ratee.**

4.6.4.2. Overall Evaluation (Section IV). Consider the qualities listed in section II, as well as how the instructor achieved program objectives. Contact AFOATS/JRI by telephone before finalizing an "unsatisfactory" AFJROTC IMT 98.

4.6.4.2.1. Satisfactory. This instructor may or may not receive Acceptable or better marks in each specific area in section II; nonetheless, program objectives are being accomplished, and they are rated overall "satisfactory" in section IV.

★4.6.4.2.2. Unsatisfactory. This instructor is one who fails to meet minimum standards and is sufficiently deficient in performance (including conduct or other maintenance of standards) that continued employment is not in the best interest of the cadets, the school, or the Air Force. Unsatisfactory performance includes omissions or misrepresentations of facts in official statements or documents; serious financial mismanagement of personal, school, or government affairs and resources; conduct inconsistent with minimum standards of personal conduct, character, or integrity; lack of teaching ability; failure to present the authorized AFJROTC curriculum; failure to project a favorable image of the Air Force; or other aspects of instructor performance not acceptable to the school or the Air Force. An overall "unsatisfactory" rating must be specifically substantiated by checking the appropriate "needs improvement" areas in section II and providing specific comments in section VI, "Rater's Comments." If additional space is required for "Rater Comments" in section VI, or "Indorsing Official's Comments" in section VII, add continuation sheets as appropriate. Ensure the full name (last, first, middle initial) and SSN of the instructor being rated is entered at the top of each continuation sheet, along with school, location, and unit identifier (example: AZ-12, CA-10, *etc.*). The rating official, indorsing official, and ratee must sign and date the continuation sheet. When the continuation sheet is

initiated by the indorsing official, only the indorsing official and the ratee must sign and date the continuation sheet.

4.6.4.3. Indorsing Official. The indorsing official must concur or non-concur with the overall evaluation by the rating official and sign and date block VII of the AFJROTC IMT 98 . If the indorsing official non-concurs with the evaluation of the instructor documented on the AFJROTC IMT 98, the official may change the evaluation. The indorsing official should use independent judgment in evaluating the facts set forth in the report and not rely on the judgment of the rating official. To change the overall evaluation, the indorsing official will initial the appropriate block in Section IV (satisfactory or unsatisfactory) which more accurately depicts the overall performance of the instructor and provide specific comments in section VII to substantiate the change. To change any individual rating in section II, items 1 through 8, the indorser marks the appropriate rating block which more accurately depict the instructor's performance, crosses out the original rating and initials, and provides specific comments to substantiate the change in Section VII.

4.6.4.4. Review by Ratee. The ratee must review, sign, and date the AFJROTC IMT 98 in section VIII, Ratee Comments and Signature, place an "X" in the box to indicate concurrence or nonconcurrence, and make comments, if appropriate. The ratee may appeal the AFJROTC IMT 98 if any performance factor in section II is rated "Needs Improvement" and/or the overall evaluation in section IV is "unsatisfactory" by following the procedures in paragraph 4.7.1.

#### 4.6.5. Routing of the AFJROTC IMT 98:

4.6.5.1. AFOATS/JRI will notify each rating official before the due date of the annual report. Rating officials will complete an AFJROTC IMT 98 and return the original to AFOATS/JRI. **The AFJROTC IMT 98 must be signed and dated by the rater, indorser, if applicable, and ratee before being returned.** Units that are unable to produce the AFJROTC IMT 98 electronically can contact AFOATS/JRI for assistance.

4.6.5.2. Late Annual AFJROTC IMT 98. Immediately following 1 Apr, AFJROTC/JRI will provide one notification to units who have not submitted an annual AFJROTC IMT 98. All overdue evaluations must be completed and provided to AFOATS/JRI no later than 1 May. **For annual evaluations not received by 31 May, AFJROTC will suspend all unit funding until the outstanding AFJROTC IMT 98 is received.**

4.6.5.3. When received by AFOATS/JRI, the completed AFJROTC IMT 98 becomes Air Force property and a permanent part of the instructor's personnel file.

#### 4.7. Appeals:

4.7.1. School Level Appeal. The first avenue of appeal of an instructor evaluation or the indorsement is by written formal appeal to the school superintendent. Written appeals must be submitted to the superintendent (**with a courtesy copy to AFOATS/JRI**) within 30 days after signing and dating the AFJROTC IMT 98. Appeals are the responsibility of the ratee.

Upon notification of a submitted appeal, AFOATS/JRI will contact the superintendent and request a written appeal decision within 15 days after receipt of the written appeal. If the superintendent doesn't respond by the suspense date, the case may be elevated to AFOATS/JR for resolution. AFOATS/JR reserves the right to close any unsettled disputes. **NOTE:** The appeal process does not apply to a special AFJROTC IMT 98 directed by AFOATS/JR.

4.7.2. AFOATS Level Appeal. If, after exhaustion of the school level appeal process of an AFJROTC IMT 98 or notification of probational certification or decertification, an instructor may appeal to AFOATS/JR. The appeal must be made in writing with supporting documentation within 15 days following exhaustion of a school level appeal decision or notification of probational certification or decertification. The burden of proof is on the instructor to support the evaluation, indorsement, or probational certification or decertification is inaccurate; unsubstantiated; or awarded unfairly.

4.7.3. Types of Appeals. The instructor may request that the appeal authority:

- 4.7.3.1. Delete any of the comments on the AFJROTC IMT 98.
- 4.7.3.2. Change any of the comments on the AFJROTC IMT 98.
- 4.7.3.3. Change any of the performance ratings on the AFJROTC IMT 98.
- 4.7.3.4. Change the overall content of the AFJROTC IMT 98.
- 4.7.3.5. Void the AFJROTC IMT 98 .
- 4.7.3.6. Overturn decision for probational certification or decertification

4.7.4. Contents of Appeal. The instructor must ensure the appeal is fully supported. The burden of proof is on the instructor. The superintendent need not obtain evidence in support of an appeal but may consider evidence presented through official sources in addition to that presented by the instructor. The appeal may not reflect upon the character, conduct, integrity, or motives of the rating or indorsing official unless fully substantiated and documented.

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## Chapter 5

### ★INSTRUCTOR TRANSFER AND RESIGNATION

**5.1. Purpose.** To provide a systematic means for instructors who desire to relocate to another AFJROTC unit to compete along with other candidates.

**5.2. Responsibility of the Air Force.** AFOATS ensures that only instructors who performed satisfactorily at their current unit are allowed to transfer to another unit.



**5.3. Responsibility of Instructors.** To comply with current school district and AFOATS procedures.

**5.4. Transfer Procedures:**

★5.4.1. During First Hiring Cycle. Instructors may compete for instructor vacancies during the first hiring cycle (1 February-15 April) without resigning their current positions. Instructors who accept new positions must comply with transfer AFJROTC IMT 98 requirements in paragraph 4.6.3.3 and resign their current positions. Instructors may not contact school officials concerning vacancies unless specifically referred by AFOATS/JRI. Instructors contacting school officials without referral may be considered ineligible for the position. **NOTE: Current instructors who interview for and are offered and decline two or more positions during the first hiring cycle will be ruled ineligible for transfer for one (1) school year.**

5.4.1.1. The cut-off date for current instructors nominated to interview during the first hiring cycle is 31 May 04. After 31 May 04, schools will be notified that current instructors nominated, but not interviewed by this date, are no longer eligible for consideration unless they resign their current AFJROTC position.

5.4.2. After First Hiring Cycle. AFJROTC considers instructors to be committed to their current school for the upcoming school year. To compete for instructor vacancies after 15 April, the following transfer rules apply:

5.4.2.1. Resign their current position IAW paragraph 5.5.

5.4.2.2. May not transfer while on provisional certification (reference paragraph 2.2.4.)

5.4.2.3. May not transfer from a unit on probation (i.e. low enrollment, failure to meet suspenses, etc.) (See **NOTE**)

5.4.2.4. May not transfer in consecutive school years (See **NOTE**).

5.4.2.5. May not transfer more than three (3) times (See **NOTE**).

5.4.2.6. Instructors resigning after 15 May will be ineligible for transfer for one (1) school year (See **NOTE**).

**NOTE: Waiver may be submitted to HQ AFOATS/JRI for consideration based on personal hardship or unit closure outside the instructor's control.**

★5.5. **Resignation Procedures:** To resign from a current position, instructors must submit a written letter of resignation through their principal with an effective date of end of employment and provide a courtesy copy to AFOATS/JRI. To remain as a viable applicant for future AFJROTC instructor positions, a termination AFJROTC IMT 98 must be submitted to AFOATS/JRI IAW paragraph 4.6.3.2.3.. Further, the instructor is required to submit an AFJROTC IMT 160, **Departure/Transfer Questionnaire, to AFOATS/JRI..** The purpose of

the AFJROTC IMT 160 is to gather information from the instructor on reason for departure, employment conditions and suggested program improvements.

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## Chapter 6

### ★OUTSTANDING INSTRUCTOR PROGRAM

**6.1. Purpose.** To recognize the diligent work and outstanding achievement of AFJROTC instructors; encourage excellence through superior accomplishment and competition; and stimulate motivation among instructors, identifying criteria necessary to develop full instructor potential.

#### **6.2. Responsibility:**

★6.2.1. Rating officials will submit the top officer and top NCO instructor from each unit for the Outstanding Instructor Award. Units composed of more than two instructors may nominate more than one officer and/or one NCO for award consideration; **however, written nomination achievements must be the unique accomplishment of each nominee (i.e. duplicated written achievements for each instructor from one unit will not be accepted).**

Nominees will be annotated on the annual AFJROTC IMT 98 (IAW Chapter 4). ERs and Outstanding Instructor nominations are due no later than 1 April to AFOATS/JRI. Nominations received after the 1 April deadline or without a completed AFJROTC IMT 98 will not be considered for selection.

★6.2.2. AFOATS/JRI will review each nomination and applicant's instructor record. AFOATS/JRI will prepare each nomination for review by a board consisting of a Senior NCO, a Company Grade Officer and a Field Grade Officer. Award winners will comprise no more than 10 percent of the total officer and 10 percent of the total NCO instructor population.

6.2.3. Board selections will be forwarded to AFOATS/JR for approval. Upon approval, AFOATS/JRI will notify the appropriate school officials by letter as soon as possible.

#### **6.3. Eligibility Criteria:**

★6.3.1. Nominees must have an overall satisfactory AFJROTC IMT 98 with all "Outstanding" ratings and not be on probationary status or the WBMFP at time of nomination. Any rating below "Outstanding" will make the submission invalid and the nomination will not meet the board.

★6.3.2. Nominations will be included on the AFJROTC IMT 98 and will be typed in Section VI, Rater's Comments. If extra space is needed, one typed page attachment may be included. The narrative should be a brief and concise description of the instructor's specific achievement in three performance areas: 1) Instructor impact on the unit/school; 2)

Instructor impact on the cadets; 3) Instructor impact on the community. **NOTE: An example of award nomination format is at Attachment 8.**

**6.4. Procedures:** Instructors nominated and selected must best exemplify the standards of performance and conduct outlined in paragraph 6.3. Instructors not meeting the criteria in paragraph 6.3.1, will not be submitted for board consideration. Upon selection and approval by AFOATS/JR, instructors will be designated as outstanding AFJROTC instructors for the academic year and announced to all units NLT 15 May.

**6.5. The Award.** The award element will consist of AFJROTC IMT 312, **Outstanding Instructor Award**, signed by AFOATS/JR, showing the unit location and dates of the outstanding performance; and a citation to accompany the award. The AFJROTC IMT 312 is used to recognize the top AFJROTC instructors each year.

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## Chapter 7

### WEIGHT AND BODY FAT MANAGEMENT PROGRAM (WBFMP)

★**7.1. Purpose.** All instructors must maintain and present an acceptable military appearance and stay within body fat standards. The WBFMP establishes procedures to prevent hiring of applicants for AFJROTC instructor duty who exceed weight and body fat standards or do not present an acceptable appearance in uniform; to monitor the body fat status and appearance of SASIs and ASIs; and to eliminate instructors who do not conform to body fat standards.

★**7.2. Standards and Procedures.** The standards and procedures used in the AFJROTC WBFMP program are based on the standards and procedures for the Air Force weight and body fat management program as described in AFI 10-248, *Fitness Program*. However, AFI 10-248 itself does not apply to AFJROTC instructors, and some standards and procedures for the AFJROTC weight and body fat management program may not follow AFI 10-248. Differences between the standards and procedures described in this instruction and those described in AFI 10-248 are not grounds for challenge of any adverse actions against AFJROTC instructors.

#### **7.3. Terms Explained:**

7.3.1. Body Fat Measurement (BFM). A determination of an individual's body fat percentage using a circumferential measurement technique as outlined in Attachments 6 and 7.

7.3.2. Body Fat Percentage. The percent of body fat tissue versus total body composition (body muscle, bone, water, and fat).

7.3.3. Medical Practitioner. A physician, a physician assistant (PA), or nurse practitioner (NP) working under a physician's supervision who is authorized to certify the individual's overfat condition is controllable and the body fat measurement was properly administered.

7.3.4. Monthly. Calendar month or a period of time from any day of the month to the corresponding day of the next month. Periods of approximately 30 days.

★7.3.5. 90-Day Orientation Period. 90-day period to allow instructors identified as being over weight/body fat to adjust their diet and lifestyle for proper classification into the WBFMP.

7.3.6. Observation Period. A 6-month period after the member has met the body fat standards during which the member continues monthly body fat measurements to reinforce a healthy lifestyle.

7.3.7. Overfat. The condition of an individual when the body fat percentage exceeds 26 percent for men and 36 percent for women.

7.3.8. Satisfactory Progress. A change in body fat composition or weight resulting in a decrease of at least 1 percent in body fat each month or a loss of 3 pounds for women or 5 pounds for men.

★7.3.9. Unsatisfactory Progress. Failure to reduce weight or body fat at the rates described for satisfactory progress while in Phase I, an increase in body fat resulting in an individual exceeding body fat standards in Phase II, or failure to report weight and body fat measurements to AFOATS/JRI every 30 days as required.

**7.4. Responsibility of Schools.** School officials should be aware that the Air Force requires AFJROTC instructors to maintain prescribed body fat standards and present an acceptable military appearance or the instructor's certification to teach AFJROTC will be withdrawn. The principal (or designated administrator) evaluates the appearance of the SASI on the AFJROTC IMT 98 and indorses the AFJROTC IMT 98 on the ASI (Chapter 4).

**7.5. Responsibility of the Air Force.** AFOATS ensures instructors maintain body fat and appearance standards, enter the WBFMP and lose excess body fat, or become decertified. The program is administered by AFOATS/JRI.

**7.6. Responsibility of Instructors.** Instructors must know and meet prescribed body fat and military appearance standards. If entered into the WBFMP, they are expected to conscientiously pursue a reasonable and satisfactory body fat loss program. They should seek medical assistance in establishing a safe and effective body fat reduction program and exercise self-discipline and self-motivation in reaching their body fat standard. They must understand that failure to reach their body fat standard or a professional military appearance in a specified period of time will result in decertification.

## **7.7. Procedures:**

7.7.1. Applicants. Applicants for AFJROTC instructor duty must meet Air Force weight standards before the application is accepted. AFOATS/JRI ensures that the applicant information packet includes weight standards and makes it clear that such standards must be met before an application is accepted. If the application reflects an unacceptable weight, a

BFM is requested. If the body fat standard is not met, the application is returned without action.

★7.7.2. Instructor Weight Checks. Weight tables at attachment 4 reflect the point at which obesity normally begins, based on height measurements. These weight tables will be used as an initial indicator that body fat standards may have been exceeded. Instructors are required to report their height and weight as a minimum on the annual AFJROTC IMT 98, during regular site visits or when directed by AFOATS/JR. Follow procedures for weight checks and height measurements at attachment 5.

7.7.3. Body Fat Standards. If instructors exceed their prescribed weight, they will then be measured for body fat percentage. The circumferential measurement technique at attachments 6–and 7 is the only acceptable body fat measurement technique. Another indicator of excessive body fat is an individual's professional military appearance. Instructors who present a poor professional military appearance will be measured for body fat percentage, regardless of weight. Body fat standards are 26 percent for men and 36 percent for women. Instructors who are identified as exceeding body fat standards are entered into the WBFMP to help them lose body fat, achieve a professional military appearance, and comply with Air Force standards.

★7.7.4. 90-Day Observation Period. Instructors identified as being over their maximum allowable weight (MAW) will provide a body fat measurement to AFOATS/JRI IAW Attachments 6 and 7. If over body fat, the instructor will be entered into a 90-day observation period, provided weight and dietary information, advised to establish an exercise plan, and seek medical assistance. After the 90-day observation period, the instructor must provide a follow-up weight and body fat measurement to AFOATS/JRI. If within body fat standards, the instructor will be entered into Phase II. If body fat standards are not met, the instructor will be probationally certified and entered into Phase I.

★7.7.5. Phase I (Weight Loss Period). Instructors exceeding body fat standards will be entered into Phase I of the WBFMP and are required to develop an exercise/diet plan. Information copies of correspondence are provided to the SASI, principal, and area administrators. The following procedures apply:

7.7.5.1. Unless a temporary medical deferral is granted (see paragraph 7.8), female instructors must lose at least 1 percent in body fat per month or 3 pounds and male instructors must lose at least 1 percent in body fat per month or 5 pounds.

7.7.5.2. Instructors are probationally certified when they are placed in the WBFMP (table, rule 10). They are not entitled to transfer consideration while in Phase I. Should they terminate employment while in probational status, they are ineligible to reenter the AFJROTC instructor program.

★7.7.5.3. The body fat status of instructors in Phase I is monitored on a monthly basis. Body fat measurements will be conducted by certified school staff personnel, medical personnel, Area Administrators or AFJROTC personnel. The measurements will be provided monthly to AFOATS/JRI. Failure to provide required body fat status within 5

duty days of its due date could result in decertification. **NOTE: Staff personnel are considered certified upon appointment by the principal and receipt and review of AFJROTCI 36-2004, Attachments 6 and 7.**

7.7.5.4. Instructors who meet body fat standards are removed from Phase I and placed in Phase II of the WBFMP. Upon placement in Phase II, probational certification is rescinded. Informational copies of correspondence are provided to the SASI, principal, and area manager.

7.7.5.5. Failure to meet Phase I requirements. Instructors who twice demonstrate unsatisfactory progress towards meeting Phase I body fat standards as prescribed in paragraph 7.3.8. or who twice fail to report a 30-day measurement to AFOATS/JRI will be subject to decertification.

★7.7.5.6. Summer Break Requirements. During the summer break, instructors on a 10 or 11-month contract will not be required to report 30-day WBFMP measurements during summer break, but will be required to continue maintaining monthly requirements by losing the required weight/body fat percentage during their summer break. Instructors on a 12-month contract will continue to report 30-day WBFMP measurements as required. Immediately upon the start of the school year, instructors on a less than 12-month contract will report an accumulative account of progress to AFOATS/JRI. Measurements will reflect an accumulation of monthly progress showing the required weight/body fat loss during the summer break. If progress is successful, the instructor is credited for those months as having successful progress on the program. If weight/body fat requirements are met during summer break, the instructor will be removed from Phase I and placed in Phase II upon return to school and reporting of weight/body fat standards. Instructors who fail to meet Phase I requirements during the summer break as prescribed by paragraph 7.7.5 will be subject to decertification.

★7.7.6. Phase II (Observation Period). Instructors in the WBFMP who reach their body fat standard stay in the program for 6 months and continue to report their body fat measurements each month. Exceeding body fat standards at any time during this phase constitutes unsatisfactory progress and individuals are returned to Phase I of the WBFMP. Instructors who maintain body fat standards for 6 months are removed from the WBFMP. Failure to provide 30-day measurements within 5 days of the due date will cause the member to either be returned to Phase I or considered for decertification.

★7.8. **Temporary Medical Deferral.** A WBFMP participant may request a temporary medical deferral from Phase I of the WBFMP if such a recommendation is made by a medical practitioner for a condition which prevents meeting the body fat loss (to include a description of medication and/or condition that impedes the instructor's ability to meet weight and body fat standards). A medical practitioner must recommend a temporary medical deferral to AFOATS/JR by documenting the individual's limitations and conditions. Approved temporary medical deferrals may be granted only for the length of time specified by the medical practitioner or a maximum of 6 months, whichever is shorter. In those unique situations that clearly justify an additional deferment, AFOATS/JR may approve a 6-month continuation. Instructors

requiring more than two 6-month deferrals will be considered on a case-by-case basis. Instructors are not eligible for transfer consideration while in this status.

**7.9. Body Fat Standard Adjustment for Unusual Circumstances.** Unusual cases may arise in which an instructor's body fat percentage is determined to exceed the standard prescribed by this regulation, but in the opinion of the AFOATS/JR, the instructor does not appear overfat. In such cases a body fat standard adjustment may be warranted. The following procedures will normally apply:

★7.9.1. Instructors requesting a body fat adjustment will obtain a body fat measurement conducted by a medical practitioner IAW Attachments 6 or 7, a written statement describing the instructor's overall physical condition and if the practitioner considers the instructor to be overfat.

★7.9.2. The instructor will provide a written request for body fat adjustment with the practitioner results described in paragraph 7.9.1. and a current full-length photo (profile and straight-on poses) to AFOATS/JR. The adjusted standard may not exceed the instructor's measured body fat percentage at the time the adjustment is granted.

7.9.3. AFOATS/JR may disapprove the request if the proposed body fat standard adjustment will detract from the instructor's military appearance. Disapproved correspondence is returned to the instructor and an information copy is forwarded to AFOATS/JRI.

7.9.4. If AFOATS/JR concurs that the proposed body fat standard adjustment will not detract from the instructor's military appearance. AFOATS/JRI will process the correspondence to AFOATS/JR, the final approval authority, who acts on each case according to information provided.

★7.9.5. AFOATS/JRI may recommend that AFOATS/JR revoke an adjustment at any time if the instructor ceases to present a professional military appearance. An approved BF adjustment is valid for up to one year from date of approval. Requests for renewals are the responsibility of the instructor and will be evaluated annually as prescribed above.

7.9.6. When a body fat standard adjustment is disapproved, the instructor will be placed in or continued in the WBFMP.

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## Chapter 8

### INFORMATION MANAGEMENT TOOLS (IMT)

**8.1. Prescribed IMTs:** AFJROTC IMT 98, **Air Force Junior ROTC Instructor Evaluation Report**, AFJROTC IMT 102, **Interview of AFJROTC Instructor Applicant**, AFJROTC IMT 160, **Departure/Transfer Questionnaire**, AFJROTC IMT 200, **Application for Air Force Junior ROTC Instructor Duty**, AFJROTC IMT 311, **Aerospace Science Instructor Certificate**, and AFJROTC IMT 312, **Outstanding Instructor Award**.

NORMAN BALCHUNAS, Colonel, USAF  
Director, Air Force JROTC



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, *United States Code, Section 102, Junior Reserve Officers' Training Corps*

Title 10, *United States Code, Section 2031, Junior Reserve Officers' Training Corps*

Public Law 88-647, *Junior Reserve Officers Training Corps Program*

DoDD 1205.13, *Junior Reserve Officers Training Corps (JROTC) Program*

AFI 10-248, *Fitness Program*

AFI 33-332, *Air Force Privacy Act Program*

AFI 36-2010, *Junior Reserve Officer Training Corps*

AFI 36-2903, *Dress and Appearance of Air Force Personnel*, and AETC Supplement 1

AFI 36-2909, *Professional and Unprofessional Relationships*

F035 AETC-B, *Air Force Junior Reserve Training Corps Applicant/Instructor System*

AFOATSI 36-2001, *AFJROTC Officer Training Corps*

AFJROTCI 36-2001, *Junior Reserve Officer Training Corps*

***Abbreviations and Acronyms***

**AFOATS** Air Force Officer Accession and Training Schools

**AFJROTC** Air Force Junior Reserve Officer Training Corps

**ASI** Aerospace Science Instructor

**ASIC** Aerospace Science Instructor Course

**BDU** Battle Dress Uniform

**BFM** Body Fat Measurement

**CIA** Curriculum in Action

**ER** Evaluation Report

**IMT** Information Management Tool

**MPC** Military Property Custodian

**JROTC** Junior Reserve Officers Training Corps

<b>NP</b>	Nurse Practitioner
<b>PA</b>	Physician Assistant
<b>PT</b>	Physical Training
<b>SASI</b>	Senior Aerospace Science Instructor
<b>WBFMP</b>	Weight and Body Fat Management Program

## ★ Attachment 2

**AFJROTC INSTRUCTOR BADGE AND  
AIR FORCE METALLIC NAME TAG**

**A2.1. AFJROTC Instructor Badge.** Wear of the AFJROTC instructor badge by instructors is optional, but highly encouraged. The badge is issued to new instructors following the completion of Aerospace Science Instructor Course (ASIC) at Maxwell AFB, AL. The badge is only available in a chrome finish and from the Maxwell Military Clothing Store. Additional AFJROTC badges may be requested through HQ AFOATS/JRI, 551 East Maxwell Blvd., Maxwell AFB AL 36112-6106; e-mail via [HQ-InstructorMgmt@afjrotc.net](mailto:HQ-InstructorMgmt@afjrotc.net); or (334) 953-2535. Additional badges are \$5.00 each (cost subject to change).

**A2.2. Wear of The AFJROTC Instructor Badge.**

A2.2.1. Men's Service Dress Uniform. The AFJROTC instructor badge is worn on the right side centered ½ inch below the nametag (Ref AFI 36-2903, *Dress and Appearance of Air Force Personnel*, Figure 2.1. and Figure 2.2.; and AETC Sup 1)

A2.2.2. Women's Service Dress Uniform. Same as the Men's Service Dress Uniform (Ref AFI 36-2903, Figure 2.13. and Figure 2.14.; AETC Sup 1).

A2.2.3. Men's Short Sleeved or Long Sleeved Shirts. The AFJROTC instructor badge is worn on the right pocket between the left and right edges and bottom of flap of the pocket (Ref AFI 36-2903, Figure 2.4. and Figure 2.5.; and AETC Sup 1).

A2.2.4. Women's Short Sleeved or Long Sleeved Blouse. The AFJROTC instructor badge is centered ½ inch above the name tag (Ref AFI 36-2903, Figure 2.17. and Figure 2.18.; and AETC Sup 1).

**A2.3. Wear of the Air Force Metallic Name Tag.**

A2.3.1. Service Dress Uniform. The new metallic nametag is worn on the right side of the service dress jacket with the bottom of the nametag parallel to the bottom of the ribbons. It should be centered between the sleeve seam and the lapel.

## Attachment 3

## ★EXAMPLES OF CALCULATING ENROLLMENT FOR INSTRUCTOR AUTHORIZATION

**A3.1. Traditional, Modified 4X4 Block (Keep cadets entire year), Trimester, and A/B Block Scheduling:** A yearly average of 151 cadets or more enrolled in Aerospace Science classes and is projected to remain in excess of that number one additional instructor is authorized. Authorization of more instructors is based on increments of 100 cadets enrolled in Aerospace Science class. **EXAMPLE:**

TRADITIONAL (NO CHANGE)
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<u>MODIFIED 4X4 BLOCK SCHEDULING</u> (KEEP CADETS ENTIRE YEAR) calculate the same as Traditional Scheduling.
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<u>TRIMESTER</u> calculate the same as Traditional Scheduling.
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A/B BLOCK SCHEDULINGThis unit **IS** authorized a third instructorThis unit **MAY BE** authorized a third instructor

A Block 85 Cadets

A Block 80 Cadets

B Block 95 CadetsB Block 75 Cadets180 TOTAL (projected continuation)  
and will not drop below 151)155 TOTAL (if attrition\* is included  
will not drop below 151)

**A3.2. 4X4 Block Scheduling:** An average of both blocks totaling 151 cadets or more enrolled in Aerospace Science classes authorizes one additional instructor. Authorization of more instructors is based on increments of an average of 100 cadets enrolled in Aerospace Science classes. **EXAMPLE:**

4X4 BLOCKThis unit **IS** authorized a third instructorThis unit is **NOT** authorized a third instructor

1st Term 145 Cadets

1st Term 134 Cadets

2d Term 165 Cadets2d Term 150 Cadets310 TOTAL divided by 2 = an  
average of 155 (more than 151)285 TOTAL divided by 2 = an  
average of 142 (less than 151)

**A3.3. Modified Block Scheduling:** An average of 151 cadets or more enrolled in Aerospace Science classes and projected to remain in excess of that number **per day** authorizes one additional instructor. Authorization of more instructors is based on increments of an average of 100 cadets enrolled in Aerospace Science classes. **EXAMPLE:**

This unit <b>IS</b> authorized a third instructor			This unit <b>MAY BE</b> authorized a third instructor		
Monday	220	Cadets	Monday	170	Cadets
Tuesday	145	Cadets	Tuesday	135	Cadets
Wednesday	145	Cadets	Wednesday	135	Cadets
Thursday	145	Cadets	Thursday	135	Cadets
Friday	<u>220</u>	Cadets	Friday	<u>180</u>	Cadets
875 TOTAL divided by 5 =			755 TOTAL divided by 5 = average		
average of 175 (projected			of 151 (if attrition* is included and		
continuation)			will not drop below 151)		
This unit <b>MAY BE</b> authorized a third instructor					
Monday	120	Cadets			
Tuesday	135	Cadets			
Wednesday	120	Cadets			
Thursday	135	Cadets			
Friday	<u>255</u>	Cadets			
765 TOTAL divided by 5 equals an average of 153					
(if attrition* is included and will not drop below 151)					
* <b>Attrition</b> – average student withdrawal from AFJROTC enrollment over past two years. If AFJROTC enrollment not available, apply overall student enrollment attrition for past two years.					

## Attachment 4

## ★ WEIGHT TABLES

Table A4.1. Weight Table – Males

Height (in inches)	Maximum Allowable Weight (MAW)	Interpolated Weight 1/2"
60	153	154
61	155	156 1/2
62	158	159
63	160	162
64	164	166 1/2
65	169	171 1/2
66	174	175 1/2
67	179	181 1/2
68	184	186 1/2
69	189	191 1/2
70	194	196 1/2
71	199	202
72	205	208
73	211	214 1/4
74	218	221
75	224	227
76	230	233
77	236	239
78	242	245
79	248	251
80	254	257 1/2

Table A4.2. Weight Table – Females

Height (in inches)	Maximum Allowable Weight (MAW)	Interpolated Weight 1/2"
60	136	137
61	138	139 1/2
62	141	141 1/2
63	142	144
64	146	148
65	150	152 1/2
66	155	157
67	159	161 1/2
68	164	166
69	168	170 1/2
70	173	175
71	177	179 1/2
72	182	185

<b>Table A4.2. Weight Table – Females</b>		
<b>Height (in inches)</b>	<b>Maximum Allowable Weight (MAW)</b>	<b>Interpolated Weight 1/2"</b>
73	188	191
74	194	196 1/2
75	199	202
76	205	207 1/2
77	210	212 1/2
78	215	218
79	221	223 1/2
80	226	229

**NOTE:** For every inch under 60 inches, subtract 2 pounds from the MAW; for every inch over 80 inches, add 6 pounds to the MAW (for males and females).

**Attachment 5****★PROCEDURES FOR WEIGHT CHECKS AND HEIGHT MEASUREMENT****A5.1. Weight Checks:**

A5.1.1. The member's weight will be measured with shoes off and may be weighed in any military uniform.

A5.1.2. The member may remove contents of pockets and any extraneous equipment (tools, keys, *etc.*) or outer clothing (coats, jackets, *etc.*).

A5.1.3. The member should stand still while on the scale.

A5.1.4. Measurement should be read with the measurer directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.

A5.1.5. Subtract 3 pounds for clothing for men and women.

A5.1.6. Weight will be recorded to the nearest quarter-pound.

A5.1.7. Recommend the weight tables be prominently displayed near unit weighing scales.

**A5.2. Height Measurement:**

A5.2.1. The method for height measurement is the back-to-hard surface method.

A5.2.2. Height will be measured and not transferred from the military identification (ID) card.

A5.2.3. Height will be measured *without* shoes.

A5.2.4. Members should stand facing the person measuring them, with heels together and back straight.

A5.2.5. The member's line of sight should be horizontal.

A5.2.6. Measuring bar should rest lightly on the crown of the head.

A5.2.7. Measurement should be read directly in front of the rod, not an angle from either side.

A5.2.8. Measurement should be rounded up to the nearest half-inch.

A5.2.9. Recommend measurement be administered before 1000 hours.



## Attachment 6

## ★ BODY FAT MEASUREMENT TECHNIQUE – MEN

**A6.1. General Instructions.** To measure an individual's body fat percentage you will need to know the individual's height, without shoes (rounded up to the nearest half-inch), and have a standard, nonstretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place without indenting the skin surface. All measurements will be taken on bare skin.

**NOTE:** Measurements are conducted in a private room or in a partitioned area away from the general flow of personnel. Unless conducted by an approved medical practitioner, the body fat measurement for a male will only be conducted by another male.

**A6.2. Procedures:**

A6.2.1. With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx (Adam's apple) and perpendicular to the long axis of the neck (spinal column) (Figure A6.1). Neck measurements will be rounded up to the half-inch (*i.e.*, round 16 1/8 inches to 16 1/2 or 16 5/8 to 17 inches).



**Figure A6.1.** Neck Measurement.

A6.2.2. With the individual standing with arms at his sides and at the end of a normal relaxed exhalation, measure the abdominal circumference at the navel while keeping the tape level to the floor. Abdominal measurements will be rounded down to the half-inch (*i.e.*, round 34 3/4 inches to 34 1/2 or 34 1/4 to 34 inches) (Figure A6.2).



**Figure A6.2.** Abdominal Measurement.

**Table A6.1. Percent Body Fat for Male (Height 60.0 – 64.5)**

[illegible]

[illegible]

[illegible]

**Table A6.1. Percent Body Fat for Males (Height 75.0 – 79.5)**

Circumference Value*	Height (in)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
16.5	10	10	10	10	9	9				
17.0	11	11	11	11	10	10	10	10	10	9
17.5	12	12	12	12	12	11	11	11	11	11
18.0	13	13	13	13	13	12	12	12	12	12
18.5	14	14	14	14	14	13	13	13	13	13
19.0	15	15	15	15	15	14	14	14	14	14
19.5	16	16	16	16	16	15	15	15	15	15
20.0	17	17	17	17	17	16	16	16	16	16
20.5	18	18	18	18	17	17	17	17	17	16
21.0	19	19	19	19	18	18	18	18	18	17
21.5	20	20	20	19	19	19	19	19	18	18
22.0	21	21	20	20	20	20	20	20	19	19
22.5	22	22	21	21	21	21	21	20	20	20
23.0	23	22	22	22	22	22	21	21	21	21
23.5	23	23	23	23	23	22	22	22	22	22
24.0	24	24	24	24	23	23	23	23	23	22
24.5	25	25	25	24	24	24	24	24	23	23
25.0	26	25	25	25	25	25	24	24	24	24
25.5	26	26	26	26	26	25	25	25	25	25
26.0	27	27	27	27	26	26	26	26	26	25
26.5	28	28	27	27	27	27	27	26	26	26
27.0	29	28	28	28	28	28	27	27	27	27
27.5	29	29	29	29	28	28	28	28	28	27
28.0	30	30	29	29	29	29	29	29	28	28
28.5	31	30	30	30	30	30	29	29	29	29
29.0	31	31	31	31	30	30	30	30	30	29
29.5	32	32	31	31	31	31	31	30	30	30
30.0	32	32	32	32	32	31	31	31	31	31
30.5	33	33	33	32	32	32	32	32	32	31
31.0	34	33	33	33	33	33	33	32	32	32
31.5	34	34	34	34	33	33	33	33	33	33
32.0	35	35	34	34	34	34	34	33	33	33
32.5	35	35	35	35	35	34	34	34	34	34
33.0	36	36	36	35	35	35	35	35	34	34
33.5	37	36	36	36	36	36	35	35	35	35
34.0		37	37	37	36	36	36	36	36	35

## Attachment 7

## ★ BODY FAT MEASUREMENT TECHNIQUE – WOMEN

**A7.1. General Instructions.** To measure an individual's body fat percentage you will need to know the individual's height (without shoes and rounded up to the nearest half-inch), and have a standard, nonstretching (metal, cloth/fiberglass) tape measure. When applied to the body, the tension of the tape should be sufficient to keep it in place without indenting the skin surface. With the exception of women's hip measurements, all measurements will be taken on bare skin. Women's hip measurements will be taken while the woman is wearing gym-type shorts.

**NOTE:** Measurements are conducted in a private room or in a partitioned area away from the general flow of personnel. Unless conducted by an approved medical practitioner, the body fat measurements for a female will only be conducted by another female.

**A7.2. Procedures:**

**A7.2.1.** With the individual looking straight ahead and shoulders down (not hunched), measure the neck circumference at a point just below the larynx and perpendicular to the long axis of the neck (spinal column) (Figure A7.1). Neck measurements will be rounded up to the half-inch (*i.e.*, round 13 1/8 inches to 13 1/2 or 13 5/8 to 14 inches).



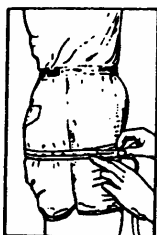
**Figure A7.1.** Neck Measurement.

**A7.2.2.** With the individual standing with arms at her sides and at the end of a normal relaxed exhalation, measure the natural waist circumference. The natural waist circumference is the narrowest point, usually located about half-way between the navel and the lower end of the sternum (breast bone). When it is not easy to distinguish the narrowest point, take several measurements and use the smallest (Figure A7.2). Waist measurements will be rounded down to the half-inch (*i.e.*, round 25 3/4 inches to 25 1/2 or 25 1/4 to 25 inches).



**Figure A7.2.** Waist Measurement.

**A7.2.3.** While facing the individual's right side, and with the tape level to the floor, measure the hip circumference by placing the tape around the hips so that it passes over the gluteal muscles (buttocks) at the point that protrudes the farthest. Ensure the tape is applied with sufficient tension so the effect of clothing is limited (Figure A7.3). Hip measurements will be rounded down to the half-inch (*i.e.*, round 36 3/4 inches to 36 1/2 or 36 1/4 to 36 inches).



**Figure A7.3.** Hip Measurement.

**A7.2.4.** The individual's body fat percentage is determined by adding the waist and hip measurements then subtracting the neck measurement from the sum. Next, utilizing the attached women's chart, compare this value with the individual's height measurement.

**NOTE:** If the individual is on a menstrual cycle during a required body fat evaluation, the measuring official is notified immediately and the measurements will be conducted a week from notification.

**Table A7.1. Percent Body Fat for Females (Height 58.0 – 62.5)**

Circumference Value*	Height (in)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
45.0	19									
45.5	20	20	19							
46.0	21	20	20	19						
46.5	21	21	21	20	20	20	19	19		
47.0	22	22	22	21	21	20	20	20	19	19
47.5	23	23	22	22	22	21	21	21	20	20
48.0	24	23	23	23	22	22	22	21	21	21
48.5	24	24	24	23	23	23	22	22	22	21
49.0	25	25	24	24	24	23	23	23	22	22
49.5	26	26	25	25	24	24	24	23	23	23
50.0	27	26	26	26	25	25	24	24	24	23
50.5	27	27	27	26	26	26	25	25	25	24
51.0	28	28	27	27	27	26	26	26	25	25
51.5	29	28	28	28	27	27	27	26	26	26
52.0	29	29	29	28	28	28	27	27	27	26
52.5	30	30	29	29	29	28	28	28	27	27
53.0	31	30	30	30	29	29	29	28	28	28
53.5	31	31	31	30	30	30	29	29	29	28

**Table A7.1. Percent Body Fat for Females (Height 58.0 – 62.5)**

[illegible]



**Table A7.1. Percent Body Fat for Females (Height 63.0 – 67.5)**

Circumference Value*	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
47.5	19	19								
48.0	20	20	20	19						
48.5	21	21	20	20	20	19				
49.0	22	21	21	21	20	20	20	19	19	
49.5	22	22	22	21	21	21	20	20	20	19
50.0	23	23	22	22	22	21	21	21	21	20
50.5	24	23	23	23	23	22	22	22	21	21
51.0	25	24	24	24	23	23	23	22	22	22
51.5	25	25	25	24	24	24	23	23	23	22
52.0	26	26	25	25	25	24	24	24	23	23
52.5	27	26	26	26	25	25	25	24	24	24
53.0	27	27	27	26	26	26	25	25	25	24
53.5	28	28	27	27	27	26	26	26	25	25
54.0	29	28	28	28	27	27	27	26	26	26
54.5	29	29	29	28	28	28	27	27	27	26
55.0	30	30	29	29	29	28	28	28	27	27
55.5	31	30	30	30	29	29	29	28	28	28
56.0	31	31	30	30	30	30	29	29	29	28
56.5	32	31	31	31	30	30	30	29	29	29
57.0	32	32	32	31	31	31	30	30	30	29
57.5	33	33	32	32	32	31	31	31	30	30
58.0	34	33	33	33	32	32	32	31	31	31
58.5	34	34	34	33	33	33	32	32	32	31
59.0	35	35	34	34	34	33	33	33	32	32
59.5	35	35	35	34	34	34	33	33	33	33
60.0	36	36	35	35	35	34	34	34	33	33
60.5	37	36	36	36	35	35	35	34	34	34
61.0	37	37	37	36	36	36	35	35	35	34
61.5	38	37	37	37	36	36	36	36	35	35
62.0	38	38	38	37	37	37	36	36	36	35
62.5	39	39	38	38	38	37	37	37	36	36
63.0	40	39	39	39	38	38	38	37	37	37
63.5	40	40	39	39	39	38	38	38	37	37
64.0	41	40	40	40	39	39	39	38	38	38
64.5	41	41	41	40	40	40	39	39	39	38
65.0	42	41	41	41	40	40	40	39	39	39
65.5	42	42	42	41	41	41	40	40	40	39
66.0	43	42	42	42	41	41	41	41	40	40

**Table A7.1. Percent Body Fat for Females (Height 63.0 – 67.5)**

Circumference Value*	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
66.5	43	43	43	42	42	42	41	41	41	40
67.0	44	44	43	43	43	42	42	42	41	41
67.5	44	44	44	43	43	43	42	42	42	41
68.0	45	45	44	44	44	43	43	43	42	42
68.5	45	45	45	44	44	44	43	43	43	43
69.0	46	46	45	45	45	44	44	44	43	43
69.5	46	46	46	45	45	45	44	44	44	44
70.0	47	47	46	46	46	45	45	45	44	44
70.5			47	46	46	46	46	45	45	45
71.0				47	47	46	46	46	45	45
71.5						47	47	46	46	46
72.0							47	47	46	46
72.5									47	47

**Table A7.1. Percent Body Fat for Females (Height 68.0 – 72.5)**

Circumference Value*	Height (in)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
49.5	19									
50.0	20	20	19							
50.5	21	20	20	20	19	19				
51.0	21	21	21	20	20	20	19	19		
51.5	22	22	21	21	21	20	20	20	20	19
52.0	23	22	22	22	21	21	21	21	20	20
52.5	23	23	23	22	22	22	22	21	21	21
53.0	24	24	23	23	23	22	22	22	22	21
53.5	25	24	24	24	23	23	23	23	22	22
54.0	25	25	25	24	24	24	24	23	23	23
54.5	26	26	25	25	25	24	24	24	24	23
55.0	27	26	26	26	25	25	25	25	24	24
55.5	27	27	27	26	26	26	25	25	25	25
56.0	28	28	27	27	27	26	26	26	25	25
56.5	29	28	28	28	27	27	27	26	26	26
57.0	29	29	29	28	28	28	27	27	27	26
57.5	30	29	29	29	29	28	28	28	27	27
58.0	30	30	30	29	29	29	29	28	28	28
58.5	31	31	30	30	30	29	29	29	29	28
59.0	32	31	31	31	30	30	30	29	29	29
59.5	32	32	32	31	31	31	30	30	30	29

**Table A7.1. Percent Body Fat for Females (Height 68.0 – 72.5)**

[illegible]

<b>Table A7.1. Percent Body Fat for Females (Height 73.0 – 77.5)</b>										
Circumference Value*	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
52.0	20	19	19							
52.5	20	20	20	19	19					
53.0	21	21	20	20	20	20	19	19		
53.5	22	21	21	21	21	20	20	20	19	19
54.0	22	22	22	21	21	21	21	20	20	20
54.5	23	23	22	22	22	22	21	21	21	20
55.0	24	23	23	23	22	22	22	22	21	21
55.5	24	24	24	23	23	23	23	22	22	22
56.0	25	25	24	24	24	23	23	23	23	22
56.5	26	25	25	25	24	24	24	24	23	23
57.0	26	26	26	25	25	25	24	24	24	24
57.5	27	26	26	26	26	25	25	25	25	24
58.0	27	27	27	27	26	26	26	25	25	25
58.5	28	28	27	27	27	27	26	26	26	25
59.0	29	28	28	28	27	27	27	27	26	26
59.5	29	29	29	28	28	28	27	27	27	27
60.0	30	30	29	29	29	28	28	28	28	27
60.5	30	30	30	30	29	29	29	28	28	28
61.0	31	31	30	30	30	30	29	29	29	28
61.5	32	31	31	31	30	30	30	30	29	29
62.0	32	32	32	31	31	31	30	30	30	30
62.5	33	32	32	32	32	31	31	31	30	30
63.0	33	33	33	32	32	32	32	31	31	31
63.5	34	34	33	33	33	32	32	32	32	31
64.0	34	34	34	34	33	33	33	32	32	32
64.5	35	35	34	34	34	33	33	33	33	32
65.0	35	35	35	35	34	34	34	33	33	33
65.5	36	36	35	35	35	35	34	34	34	33
66.0	37	36	36	36	35	35	35	35	34	34
66.5	37	37	37	36	36	36	35	35	35	35
67.0	38	37	37	37	36	36	36	36	35	35
67.5	38	38	38	37	37	37	36	36	36	36
68.0	39	38	38	38	38	37	37	37	36	36
68.5	39	39	39	38	38	38	37	37	37	37
69.0	40	39	39	39	39	38	38	38	37	37
69.5	40	40	40	39	39	39	39	38	38	38
70.0	41	40	40	40	40	39	39	39	38	38
70.5	41	41	41	40	40	40	40	39	39	39

**Table A7.1. Percent Body Fat for Females (Height 73.0 – 77.5)**

[illegible]

## ★ATTACHMENT 8

**NOMINATION FORMAT FOR OUTSTANDING INSTRUCTOR AWARD**

(Section VI., Rater's Comments, AFJROTC IMT 98)

**A8.1. Nominations.** Nominations will be written in bullet format, listing the instructor's goals, how the instructor accomplished the goal and overall goal impact in three areas: 1) Impact on Cadets; 2) Impact on Unit/School; and 3) Impact on Community.

**Figure A8.1. Example Nomination Format.**

1) IMPACT ON CADETS:

- GOAL: Achieve 100% graduation rate of senior cadets
- IMPACT: Sgt Doe scheduled tutoring sessions and monitored seniors' grades/class attendance throughout the school year---all 25 senior cadets graduated or on track to graduate by May 15<sup>th</sup>

- GOAL:
- IMPACT:

2) IMPACT ON UNITS/SCHOOLS:

- GOAL: Create an AFJROTC display visible to students and faculty promoting the JROTC Mission and accomplishment of cadets
- IMPACT: Sgt Doe developed/established a tremendous bulletin board/cadet hall of fame in the school entrance---100's of students and faculty exposed daily to AF core values and cadet academic/community accomplishments of cadets

- GOAL:
- IMPACT:

3) IMPACT ON COMMUNITY:

- GOAL: Provide color guard and flag presentation during local public civic events
- IMPACT: Sgt Doe organized/trained 15 cadets to serve as an elite color guard team—ensured a team always available to present the flag at 10 events throughout the school year

- GOAL:
- IMPACT: